



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	MANAGEMENT ANALYST II (Grant Funded)
Posting Number	PN # 112292
Department	MAYOR
Division	OFFICE OF PUBLIC SAFETY & HOMELAND SECURITY
Section	HOMELAND SECURITY GRANTS ADMINISTRATION
Reporting Location	900 BAGBY, 2 ND FLOOR
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Assists in the fiscal administration of homeland security grant awards.
- Provides guidance to division staff and staff from subrecipient departments on grant-related procurement.
- Handles all aspects of data entry into the state-maintained grant management system, and maintain status of projects.
- Assists in the preparation and analysis of grant budgets utilizing the city's financial management system (SAP).
- Identifies any problems in the fiscal administration of grant awards; works with subrecipient departments and related departments including Finance & Administration and the Office of the Controller to resolve identified problems; makes recommendations to division leadership on potential solutions as appropriate.
- Compiles data and drafts reports as required to fulfill grant conditions.
- Participates in special projects as assigned.

WORKING CONDITIONS

The position is physically comfortable; the individual has individual discretion about walking, standing etc. within an essentially normal office environment.

MINIMUM EDUCATIONAL REQUIREMENTS

A Bachelor's degree in Business or Public Administration, Finance, or a related field is required.

MINIMUM EXPERIENCE REQUIREMENTS

Two years of professional experience in accounting, budget analysis, finance, public administration or a related field are required.

MINIMUM LICENSE REQUIREMENTS

None.

PREFERENCES

Preference will be given to applicants with excellent written and oral communication skills, knowledge of grant reporting procedures, and/or knowledge of City of Houston policies and procedures governing grant administration and procurement. Knowledge of SAP helpful, but not required.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ☐ Yes ☒ No

If yes, this position is subject to random drug testing; if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 18

\$1,042 - \$1,480 Biweekly \$27,092 – \$38,480 Annually

OPENING DATE August 2, 2006

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD phone number is (713) 837-9496.

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